

**U.S. DEPARTMENT OF COMMERCE - CENSUS BUREAU
PHILADELPHIA REGIONAL OFFICE**

ISSUE DATE: 1/08/04
CLOSING DATE: 3/1/04

RECRUITING BULLETIN NO: PH-04-001
Philadelphia Regional Office
Philadelphia, PA

POSITION and Salary: Senior Field Representative
GS-0303-5 (\$27,154.00 - \$35,298.00)
GS-0303-6 (\$30,267.00 - \$39,346.00)
GS-0303-7 (\$33,635.00 - \$43,721.00)

NUMBER OF VACANCIES: 1

PROMOTION POTENTIAL: Full Performance Level Grade 7

EXCEPTED SERVICE APPOINTMENT

WORK SCHEDULE: This position has a mixed-tour work schedule. A mixed-tour work schedule provides for periods of full-time, part-time and/or intermittent work to accommodate fluctuating workloads. The candidate(s) selected for this position must sign an agreement outlining the conditions of employment prior to the appointment.

AREA OF CONSIDERATION: Applications will be accepted from all sources located in the following area(s):

Philadelphia, PA

RELOCATION EXPENSES WILL NOT BE PAID

DUTIES: Incumbent performs field supervision and other activities under guidance of a higher grade program supervisor, usually a Survey Statistician. May assist in conducting group training sessions, perform observations and reinterviews, carry out regular and emergency interviewing assignments on current and one-time surveys, handle the most difficult non-responses, carry out limited public relations and recruiting work, and to serve as a source of advice and guidance to Field Representatives.

QUALIFICATIONS: One year of specialized experience equivalent to the next lowest grade level in the Federal service. Specialized experience is experience which has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of a Senior Field Representative and which is typically in or related to the position to be filled.

In addition, applicants must meet all time-in-grade requirements.

CONDITIONS OF EMPLOYMENT:

- 1) Must be willing to travel throughout all parts of the Region (Inner cities/Rural) on short notice.
- 2) Must be available to work days, evenings, and weekends.

3) Must be willing to accept all assignments and work multiple surveys.

4) Must have use of an automobile, valid drivers license, and private telephone line.

5) Must be willing to travel overnight on occasion.

EVALUATION CRITERIA: Candidates will be evaluated on the extent and quality of their experience and/or education. Also, candidates must submit a separate, individual statement addressing how they meet the Selective Factor (if any).

HOW TO APPLY: Each applicant must submit a separate completed Application for Federal Employment (SF-171), Optional Application for Federal Employment (OF-612), Census Employment Inquiry (BC-170), or a resume for each grade level. List your work duties and accomplishments relating to the job for which you are applying. The following information is needed to evaluate your qualifications and determine if you meet legal requirements for Federal employment. Failure to provide this information may result in loss of consideration.

- Recruiting Bulletin number, title, and lowest grade acceptable. If you do not indicate a grade level on your application, you will be considered for the lowest grade advertised.

- Full name, mailing address (*including zip code) and day and evening phone numbers (with area code).

- Social security number.

- Country of citizenship (**this Federal job requires U.S. citizenship**).

- Veteran's Preference - Applicants claiming 10-point veteran's preference **MUST** submit the SF-15 Application for 10-Point Veteran Preference, with the required proof(i.e., statement from the Department of Veteran's Affairs) and the latest copy of the DD-214, Certificate of Release or Discharge from the Active Duty. Applicants claiming 10-point preference who do not submit the required documentation will receive 5-point veteran's preference. Applicants claiming 5-point veteran's preference must submit a DD-214 to receive preference.

- Highest Federal civilian grade (if applicable).

- Highest education level achieved. Specify: name, city, state, zip code (if known), date or expected date (month/year_ of completion of degree requirements, type of degree received, and graduate of foreign universities must include proof of foreign education equivalency to an accredited U.S. college/university.

- To qualify based on education, submit a copy of your college transcript, along with your application.

- Paid and non-paid work experience related to the position. For each work experience include: job title, series/grade (if Federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates, hours per week, salary, and indicate if we may contact your current supervisor/employer.

- Use of any Government agency envelopes to file job application is a violation of Federal laws and regulations. Applications submitted in Government envelopes or via Government FAX machines **will not be accepted.**

- Complete application package must be received by the close of business (5:00 p.m. EST) on the closing date of the announcement and submitted to: Census Bureau, Philadelphia Regional Office, Attention: Geraldine Robinson-Ervin, 1601 Market Street, 2st Floor, Philadelphia, PA 19103. For more information on this vacancy, call Deborah Gagliardi at (215) 656-7607.

OTHER IMPORTANT INFORMATION:

- All eligibility requirements must be met by the closing date of the announcement.
- You will be required to complete a Declaration for Federal Employment (OF-306) to determine your suitability for Federal employment and to authorize a background investigation. You will also be **REQUIRED TO SIGN AND CERTIFY THE ACCURACY OF ALL THE INFORMATION IN YOUR APPLICATION.** If you make a false statement in any part of your application, you may not be hired; or you may be fired after you begin work; or you may be fined or jailed.
- If selected, male applicants born after 12/31/59 must confirm their selective service registration status. Certification forms are available at most Federal agency personnel offices or from the U.S. Office of Personnel Management.
- Employees who receive a Voluntary Separation Incentive Payment or “buyout” and subsequently return to a position in Federal agencies, whether by reemployment or contracts for personal services are obligated to repay the full amount of the buyout to the agency that paid it.
- Anyone appointed from this announcement may be required to serve a trial period of one year.
- Disabled veterans or any other applicants eligible for non-competitive appointments, should specify their special eligibility on the application. Individuals with a disability may request reasonable accommodations by calling the Philadelphia Regional Office.

THIS AGENCY PROVIDES REASONABLE ACCOMMODATIONS TO APPLICANTS WITH DISABILITIES. IF YOU NEED A REASONABLE ACCOMMODATION FOR ANY PART OF THE APPLICATION AND HIRING PROCESS, PLEASE NOTIFY THE AGENCY. THE DECISION ON GRANTING REASONABLE ACCOMMODATION WILL BE ON A CASE-BY-CASE BASIS.

THE DEPARTMENT OF COMMERCE IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, NON-DISQUALIFYING PHYSICAL HANDICAP, MARITAL STATUS, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, SEXUAL ORIENTATION, OR OTHER NON-MERIT FACTOR.